

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> 3/1/07
	<b>Section 4:</b> Orientation Meeting	<b>Version:</b> 1

## POLICY

**OLD POLICY: 609.12**

The Indiana Department of Child Services (DCS), its designee, or contractor may conduct licensing orientation meetings to provide foster and adoptive family home applicants with an overview of the licensing process and forms needed to become licensed.

Orientation meetings will allow applicants the opportunity to obtain information regarding the licensing process and the needs of children in care.

Orientation meetings are optional, based on a decision made by the Director of the licensing agency. If offered, the Orientation Meeting should occur prior to FAKT.

### Code Reference

[IC 31-27-4-9: Licensing of applicants providing care and supervision to relatives](#)

[IC 31-27-4-10: Investigation of applicants](#)

## PROCEDURE

Prior to the Orientation Meeting, the licensing worker may send the initial licensing packet and notice of the scheduled Orientation Meeting to the prospective applicant. Refer to separate policy Chapter 12, [Initial Licensing Packet](#).

During the Orientation Meeting, the meeting facilitator will:

1. Assist the applicant(s) with completing forms or answering any questions, as necessary
  - a. The applicant should keep the completed forms until the first licensing home visit.  
Refer to separate policy, Chapter 12, [First Licensing Home Visit](#)
2. Review the [Paving the Way to a Decision, part A](#) (SF53185/CW3416) with the applicant
3. Discuss the roles and responsibilities of resource parenting
4. Provide other resources and information

Concurrently, refer to separate policies, Chapter 12, [Pre-Service Training Requirements](#) and [First Licensing Home Visit](#).

## PRACTICE GUIDANCE

- N/A

## FORMS AND TOOLS

- [Paving the Way to a Decision, part A](#) (SF53185/CW3416)

## RELATED INFORMATION

### Completing the Licensing Packet

The packet may be distributed by the licensing worker at any one of the following points:

1. Through the mail when the prospective applicant signs up for training
2. At placement of a child
3. At an optional Orientation Meeting
4. At the first home visit

Because the documentation involved in completing the packet may be overwhelming to the applicant(s), the licensing worker should emphasize to the prospective resource parent that resources are available to assist in any way with completing the forms. The procedure should be flexible in order to accommodate all applicants.

### Orientation Meeting Outline

- Current laws, rules and regulations
- Purpose of resource care /role of resource parent
- Agency foster care needs
- Bill of Rights for Foster Children
- Foster Parent Qualities
- Behaviors foster children might exhibit due to their history
- Agency policies
  - Visitation; Refer to separate policy, Chapter 8, [Visitation Plan](#)
  - Discipline; Refer to separate policy, Chapter 8, [Discipline](#)
  - Per diem, Medical Passport, health and education requirements
- Family matters to consider in fostering
- Practical matters
  - Licensing requirements
  - Family preparation process/training
  - Responsibilities of the agency
  - Responsibilities of the resource parent
  - Rights of resource parents